

CERM-F

1 February 1999

MEMORANDUM FOR COMMANDERS/DIRECTORS, ALL MAJOR SUBORDINATE
COMMANDS, FIELD OPERATING ACTIVITIES AND
LABORATORIES

SUBJECT: Chief Financial Officers (CFO) Act Compliance Issues

1. Reference CERM-F memorandum dated 24 November 1998, SAB.
2. The purpose for this memorandum is to standardize the format for the monthly CFO assessment report required by reference 1. The standard format instructions are at enclosure 1 and the format with a sample for one issue is at enclosure 2. The instructions and format also can be downloaded from the HQ USACE DCSR's website at www.usace.army.mil/inet/functions/rm/.
3. POC is Ms. Margo Sheridan in CERM-F at 202-761-7040.

FOR THE COMMANDER:

2 Encl

//Signed//
STEPHEN COAKLEY
Deputy Chief of Staff,
Resource Management

CF:

CELRD-RM
CEMVD-RM
CENWD-RM
CESAD-RM
CESWD-RM
CENAD-RM
CEPOD-RM
CESPD-RM
CECER-RM
CECPW-RM
CECRL-RM
CEHEC-RM
CETEC-RM
CEWES-RM
CEHNC-RM
CETAC-RM

Instructions for Reporting the Monthly CFO Assessments

Purpose: To standardize the monthly CFO assessment reports being provided to the DCG, CEAO and CERM on the 8th workday.

Line 1 (MSC and Reporting Date) - Fill in MSC office symbol and the "as of" date for period reporting.

Column 2 (CFO Issue) - Identify the MSC and all subordinate activities by office symbol for each CFO issue.

Columns 3 - 7 (Audit Validation/Compliant) - Perform the following:

a. If the CFO issue has been validated by the local Internal Review Office as corrected, mark YES (column 3) and indicate the date of compliance in column 6.

b. If the CFO issue has not been validated by the local Internal Review Office, mark NO (column 4) and indicate the expected date of compliance in column 7.

c. If the CFO issue has been validated by the local Internal Review Office as not corrected, mark NO (column 4) and indicate the expected date of compliance in column 7 and add the Internal Review report number with an explanation in the "Remarks" section.

d. If the CFO issue does not apply, mark N/A (column 5).

Column 8 (Remarks) - Identify the "Overall Division Rating" (red, green, gray or white) for each CFO issue and additional comments on specific CFO issues. Ratings are as follows:

a. Green - All applicable subordinate activities are in compliant.

b. White - All applicable subordinate activities are being validated, or some are being validated while others are compliant.

c. Gray - The CFO issue is N/A for subordinate activities.

d. Red - At least one subordinate activity is non-compliant for a CFO issue. As long as one activity is non-compliant, the entire MSC is red for that issue.

Enclosure 1

MSC:_____

CHIEF FINANCIAL OFFICERS (CFO) ACT COMPLIANCE ISSUES - FY 99

as of:_____

	CFO ISSUE	AUDIT VALIDATION				EXPECTED DATE	
		YES	NO	N/A	COMPLIANT	OF COMPLIANCE	REMARKS
Show Stoppers:							
1	Reconciliation of Funds with Treasury	.					
	Division Overall Rating						RED
	Division HQ			X			
	District A			X			
	District B		X			Jan-99	Pending corrections by UFC and Treasury
	District C	X			Nov-98		
	District D	X			Nov-98		
2	Reconcile Asset GLs to Asset Cost Tables (incl Zero Value Assets and Sale of Assets)						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
3	Classification of Assets - Intangibles, Heritage						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
4	Labor Cost Transfers						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
5	Delinquent Accounts Receivable						
	Division Overall Rating						
	Division HQ						
	District A						

MSC:_____

CHIEF FINANCIAL OFFICERS (CFO) ACT COMPLIANCE ISSUES - FY 99

as of:_____

	CFO ISSUE	AUDIT VALIDATION			COMPLIANT	EXPECTED DATE OF COMPLIANCE	REMARKS
		YES	NO	N/A			
	District B						
	District C						
	District D						
6	Long Term Accounts Receivable						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
7	Statement of Net Costs						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
	Other CFO Issues:						
8	Project Cost Transfers (DD Form 1354)						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
9	Reconciliation of Real Property						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
10	Reconcile Personal Property						

MSC:_____

CHIEF FINANCIAL OFFICERS (CFO) ACT COMPLIANCE ISSUES - FY 99

as of:_____

	CFO ISSUE	AUDIT VALIDATION			COMPLIANT	EXPECTED DATE OF COMPLIANCE	REMARKS
		YES	NO	N/A			
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
11	SQL Plus with Write Capability						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
12	Capitalization of Civil Works Property						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
13	Administration of Construction-in-Progress						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
14	CEFMS Access Permissions						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						

MSC:_____

CHIEF FINANCIAL OFFICERS (CFO) ACT COMPLIANCE ISSUES - FY 99

as of:_____

	CFO ISSUE	AUDIT VALIDATION			COMPLIANT	EXPECTED DATE OF COMPLIANCE	REMARKS
		YES	NO	N/A			
15	Recording Accumulated Depreciation on Equipment						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
16	Sponsor Escrow Accounts						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
17	PRIP Documentation						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
18	Abnormal General ledger Account Balances						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
Related Issues:							
19	Electronic Funds Transfer						
	Division Overall Rating						
	Division HQ						

MSC:_____

CHIEF FINANCIAL OFFICERS (CFO) ACT COMPLIANCE ISSUES - FY 99

as of:_____

	CFO ISSUE	AUDIT VALIDATION			COMPLIANT	EXPECTED DATE OF COMPLIANCE	REMARKS
		YES	NO	N/A			
	District A						
	District B						
	District C						
	District D						
20	Inventory of Property Book Assets						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
21	Accrued Leave Liability						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						
22	Administration of Foreign Allowances						
	Division Overall Rating						
	Division HQ						
	District A						
	District B						
	District C						
	District D						